

Update Address

IMPORTANT NOTE: Updating your W4 address **does not** update your State Withholding Information. If you change your state of residence, you must update your state tax withholding using these instructions: [Changing State Withholding](#). Updating your phone number is optional.

Log in to the [GWEB Information System](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page features a navigation menu with links for Home, I want to, Services, Resources for, Alerts, Security, and About. A sidebar on the left lists various services like Telecommute, Log In To GWeb, and Access Blackboard. The main content area is titled "GWeb Sign-on" and includes the instruction: "Sign in using the appropriate button below." Below this, there are two columns of buttons. The left column, titled "Access with GW Email", contains buttons for "Current Students", "Current Faculty & Staff", and "Alumni as of 2019". The right column, titled "Access with GWID & PIN", contains buttons for "Applicants", "Former Faculty & Staff", and "Alumni prior to 2019". A yellow callout box with arrows pointing to the first three buttons in the left column contains the text: "Click Current Students, Faculty/Staff, or Alumni as of 2019". A red box highlights the "Access with GW Email" header.

Home | I want to | GWeb

GWeb Sign-on

Sign in using the appropriate button below.

Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address (NetID@gwu.edu) and password.

Former Students:
If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & Pin.

Access with GW Email	Access with GWID & PIN
Current Students	Applicants
Current Faculty & Staff	Former Faculty & Staff
Alumni as of 2019	Alumni prior to 2019

Click Current Students, Faculty/Staff, or Alumni as of 2019

❖ Use your [@gwu.edu](#) email address

Click Personal Information Menu

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search

Main Menu



Employee Information Menu

Retirement Benefits
Benefits and Deductions
Pay Information
Tax Forms
Current and Past Jobs
TaskStream
Conflict of Interest Reporting



Personal Information Menu

On-Site/Off-Site Status
View Addresses and Phones
Update Addresses and Phones
View Emergency Contacts
Update Emergency Contacts
View E-mail Address(es)
Update E-mail Address(es)
Change PIN



GW Alert Login Portal

RELEASE: 8.9.1G

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search



Personal Information


- [On-Site/Off-Site Status](#)
- [Change PIN](#)
- [Change Security Question](#)
- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update E-mail Address\(es\)](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Answer a Survey](#)
- [Veterans Classifications](#)
- [Disability Status](#)

Click Update Address(es) and Phone(s)

RELEASE: 8.9.1G

Search

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the "Current" link next to the address to update an address or click the "Current" link next to the address to update an address for more information.

- Work Location:** Address of where you work more than 50% of the time. [Detailed instructions](#). [Special Note for Teleworkers](#)
- Current:** Your local address during the current semester. [Detailed instructions](#). [Special Note for Teleworkers](#) hall. For international students this address is used for all official billing.
- Housing:** Your residence hall address. [Detailed instructions](#). [Special Note for Teleworkers](#) also go here unless you specify otherwise.
- Permanent:** Address for general information. [Detailed instructions](#). [Special Note for Teleworkers](#)
- Billing:** Address you want bills sent to. [Detailed instructions](#). [Special Note for Teleworkers](#)
- Campus Office:** Your on-campus office address. [Detailed instructions](#). [Special Note for Teleworkers](#)
- Check "&" W4:** This address appears on your W4 form. [Detailed instructions](#). [Special Note for Teleworkers](#) is mailed. It is used for all official billing withholding.
- Diploma:** Address you want your diploma sent to. [Detailed instructions](#). [Special Note for Teleworkers](#)
- Grading:** Address you want your grades sent to (if different from Permanent address). [Detailed instructions](#). [Special Note for Teleworkers](#)
- Refund:** Address you want your refund sent to (if different from Current address). [Detailed instructions](#). [Special Note for Teleworkers](#)

Click Current next to the address you would like to update

Addresses and Phones

Permanent	Phones
<p>Current: 05/24/21 to (No end date) 111 Main St. Washington, District of Columbia 20052</p>	<p>Primary: None Provided</p>
Campus Office	Phones
<p>Current: 01/11/21 to (No end date) Payroll Services 45155 Research Pl Suite 155D Ashburn, Virginia 20147 Loudoun United States of America</p>	<p>Primary: 571-5538508</p>
Check & W4 Address	Phones
<p>Current: 05/24/21 to (No end date) 111 Main St Washington, District of Columbia 20052-0001</p>	<p>Primary: None Provided</p>

Type of Address to Insert:

Search

Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code. Foreign addresses require at

Please do not enter a Nation for addresses within the United States.

W4 addresses are now being verified against the **US Postal Service (USPS)** database. This verification will be applied when any da
Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work l

For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2

Input the last date at this address

Permanent

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:


Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit

Search

Update Addresses and Phones - Select Type

 Your active addresses are displayed in order by address type. Click the "Current" link next to the address to more information.

Work Location: Address of where you work more than 50% of the time. [Detailed instructions.](#) **Special Note**

Current: Your local address during the academic year if you do not live in a residence hall. For international

Housing: Your residence hall address.

Permanent: Address for general information mailings. Bills, grades, and diplomas will also go here unless y

Billing: Address you want bills sent to (if different from Permanent address).

Campus Office: Your on-campus office address.

Check "&" W4: This address appears on your paycheck and is where your Form W2 is mailed. It is used for withholding.

Diploma: Address you want your diploma sent to.

Grading: Address you want your grades sent to (if different from Permanent address).

Refund: Address you want refunds sent to (if different from Current address).

Addresses and Phones

Campus Office

[Current:](#) 01/11/21 to (No end date)

Payroll Services
45155 Research Pl Suite 155D
Ashburn, Virginia 20147
Loudoun
United States of America

Phones

[Primary:](#) 571-5538508

Select the Type of Address to Insert from the drop-down

Check & W4 Address

[Current:](#) 05/24/21 to (No end date)

111 Main St
Washington, District of Columbia 20052-0001

Phones

[Primary:](#) None Provided

Type of Address to Insert: ▼

Click Submit

Search

Update Address(es) and Phone(s)

To add or change your address you must enter at least an Address Line 1, City, State and Zip Code.

Please do not enter a Nation for addresses within the United States.

W4 addresses are now being verified against the US Postal Service (USPS) database. The Address Line 1 should reflect the name of your department, Address Line 2 the street number, street name and office/suite of your work location.

For International Student Employer Address: Address Line 1 = Name of the Employer. Address Line 2 = Division, department

Input your move in date and new address

Permanent

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit